



# Baid Leasing and Finance Co. Ltd.

Regd. Office: "Baid House", 2nd Floor, 1-Tara Nagar, Ajmer Road, Jaipur-06 Ph:9214018855  
E-mail: [baidfinance@baidgroup.in](mailto:baidfinance@baidgroup.in) Website: [www.balfc.com](http://www.balfc.com) CIN: L65910RJ1991PLC006391

**Date: August 31, 2018**

## **ATTENTION SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM**

Dear Shareholder,

We would like to inform you that Securities and Exchange Board of India (SEBI) vide their Circular No. SEBI/HO/MIRSD/DOP1/CIR/2018/73 Dated 20<sup>th</sup> April, 2018 has mandated all listed Companies to make payment of dividend to the shareholders through approved electronic mode and also directed that updated bank details and PAN of the Shareholders be obtained and maintained by the Companies.

We observe from our records that you have been holding shares in physical form as on date and PAN and Bank details have not been updated in your Folio. Hence, we request you to send us the enclosed form, duly filled and signed (including joint holders, if any) along with the following documents addressed to The Registrar & Share Transfer Agent (RTA), MCS Share Transfer Agent Limited at F-65 1<sup>st</sup> Floor, Okhla Industrial Area, Phase - I, New Delhi - 110020 **within 21 days** from the date of this letter to update the records for payment of any future dividend.

(1) Self attested copy of PAN card including joint holders. In case of residence of Sikkim, the requirement of PAN Card be substituted with a valid Identity proof issued by Government.

(2) Original Cancelled Cheque Leaf bearing the name of Sole / first named shareholder (or) attested copy of Bank passbook.

Please also provide your Email Id, Phone / Mobile No. for record as well as for registrar to send to you communication by electronic means in accordance with various circulars issued by the Ministry of Corporate Affairs from time to time.

Further, we would also like to inform you that SEBI vide amendment in the Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, dated June 8, 2018, has mandated that the transfer of securities would be carried out in dematerialized form only w.e.f. December 5, 2018. You are accordingly advised to dematerialize your physical shareholding at earliest. After December 5, 2018, no request for transfer of shares in physical form can be processed by the Company/RTA.

In order to dematerialize your shares, please open a Demat Account with any of the Depository Participant and submit your physical share certificate(s) with them for dematerialization to avoid inconvenience at later stage. An early action in the matter will save you from unnecessary hassle at a later date.

In case if you have already updated your PAN & Bank Details, please ignore this letter.

Thanking you,  
Yours faithfully,

**For Baid Leasing and Finance Co. Ltd.**

**Panna Lal Baid**  
**Chairman and Managing Director**  
**Encl: As above**

**FORMAT FOR FURNISHING THE BANK DETAILS, PAN AND EMAIL ID ETC.**

To  
MCS Share Transfer Agent Limited  
**Unit : Baid Leasing And Finance Co. Ltd.**  
F-65, Okhla Industrial Area, phase-I,  
New Delhi – 110020

Dear Sirs,

I/We, give my/our consent to update the following details in your records for effecting payments of dividend and sending other communications by electronic means in compliance with the circular(s) as referred to the letter for equity shares of Baid Leasing And Finance Co. Ltd.

Folio No. : \_\_\_\_\_

Name of the First / Sole holder : \_\_\_\_\_

Bank's name : \_\_\_\_\_

Branch's Name &Address : \_\_\_\_\_

\_\_\_\_\_

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Account No. : \_\_\_\_\_ Account Type (SB / Current) : \_\_\_\_\_

IFSC Code : \_\_\_\_\_ MICR Code : \_\_\_\_\_

Email Id : \_\_\_\_\_ Phone No. : \_\_\_\_\_

Particulars	Name of Shareholder(s)	PAN
First / Sole Shareholder		
1 <sup>st</sup> Joint Shareholder		
2 <sup>nd</sup> Joint Shareholder		

\_\_\_\_\_  
Signature of 1<sup>st</sup> Shareholder

\_\_\_\_\_  
Signature of 1<sup>st</sup> Joint Shareholder

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Joint Shareholder

Date : \_\_\_\_\_

**Encl : Original cancelled cheque leaf, attested copy of bank pass book showing name of account holder and self-attested copy of PAN Card(s).**